

# IDAHO ELECTRICAL BOARD MEETING

Thursday – October 16, 2008 – 9:00 A.M.

Division of Building Safety  
Board Conference Room  
1090 East Watertower Street  
Meridian, ID 83642

## **\*DRAFT MINUTES OF THE OCTOBER 16, 2008 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Tom Brown at 9:00 a.m. on Thursday, October 16, 2008.

### **Board Members Present:**

Tom Brown, Chairman  
Mark LaBolle  
Troy Mortensen  
Lee Riley  
Tim Phillips  
Kreg Davis  
Jeff Wheeler  
Bob Scott  
Al Frieze

### **DBS Staff Members:**

C. Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Janice Foster, Deputy Administrator, Administration  
Patrick Grace, Deputy Attorney General  
Kirk Weiskircher, Financial Specialist, Principal  
Jeff Fitzloff, Electrical Bureau Chief  
Bill Hatch, Public Information Officer  
Ron Crouch, OSG Program Supervisor  
Rob Foster, Electrical Plans Examiner  
Renee Bryant, Administrative Assistant 2  
Brandee Pasborg, Office Specialist 2

### ◆ **Open Forum**

No items were addressed.

### ◆ **Approval of the October 16, 2008 Agenda**

**MOTION:** Al Frieze moved to approve the Agenda. Tim Phillips seconded. All in favor, motion carried.

### ◆ **Approval of the July 29, 2008 Board Meeting Minutes**

**MOTION:** Kreg Davis moved to approve the Minutes. Bob Scott seconded. All in favor, motion carried.

### ◆ **Request for Administrative Appeals Hearing**

No appeals.

### ◆ **Apprentice Competency Exams (Update)**

The Subcommittee created questions for the first year apprentice competency exam. In the spring of 2009, the exam will be administered to one EITC first year apprenticeship class.

This is a pilot program and has no bearing on the final grade of the students. The Subcommittee to remain intact; reserving the right to review the results at a future date.

◆ **Schooling (Update)**

The schools have seen a decline in enrollment for first and second year apprentices. However, third and fourth year apprentices seem to be maintaining their enrollment.

Burton Waite has offered PTE's services in working with DBS in developing and expanding the reporting process; creating an overall view of the entire apprenticeship program.

**ACTION:** At the February 26, 2009 Board meeting, Burton Waite to supply to the Board the data he intends to collect.

◆ **CEU Requirements**

The current continuing education requirements state in part that at least 24 hours of continuing education instruction, with a minimum of 16 hours of code update, be completed.

Upon revisiting this topic, the majority of the Board would like CEU requirements to require 16 hours of code and eight hours of industry related training.

**ACTION:** The Division, with counsel's assistance, to bring a draft proposed rule change to the February 26, 2009 Board meeting.

◆ **Electronic Communications Systems**

Chairman Brown has been in contact with the Electronic Communications Systems Coalition; however, the Coalition has no new information to report.

Concerns arose whether the Board should revisit their original proposed rule. It was suggested if the Coalition does not contact the Board by their February 2009 meeting, the Board to draw up a rule, move forward with the consent process and hold public meetings throughout the year.

**ACTION:** For the February 26, 2009 meeting, Chairman Brown to invite Tim Krommenhoek, North Idaho electrician, to discuss low voltage; as well as DBS staff to present an outline addressing licensure, training and permitting requirements for the Electronic Communications industry.

◆ **Apprentice Ratio in Modular Facilities**

Jeff Fitzloff explained the assembly system in the modular building plants. Buildings are mass produced and slated for several jurisdictions/states. The number of units staying in Idaho is minuscule; making it nearly impossible to meet the apprentice ratio.

◆ **Bureau Chief's Report**

Through a PowerPoint presentation, Jeff Fitzloff reviewed the ICC's Exam Summary, Journeyman First Exam Attempt, and Notice of Violations/Civil Penalty Reports.

The issuance of permits, specifically residential, is down significantly; as well as licenses. There has been a noticeable increase in Notice of Violations to unlicensed individuals.

◆ **Administrator's Report**

Financial Report - The Financial Report has been moved from the "Consent Agenda" to the "Administrator's Report". This enables DBS staff to explain the report in detail without requiring a vote of approval by the Board.

Kirk Weiskircher reviewed HVAC's Financial Report. Topics addressed were: Month-End Cash Balance, FY 09 Revenue vs. Expenditures, FY 06-09 Expenditures and FY06-09 Revenue.

**ACTION:** For viewing purposes, the financial charts to be printed one per page for future board packets/meetings.

Agency Savings – By replacing trucks with Ford Fusions/Focus, the cost/fuel savings enables the Division to retain one inspector in the field and one and two-thirds data entry personnel in the office.

The Division's Purchasing Agent renegotiated their cellular account. The Division will save approximately \$1,000.00 a month by cutting back on air-time usage.

Each agency has been asked to reduce costs by one percent. The Division's budget was 3.9% below the previous year's budget. In addition, the Agency has requested a 3.6% decrease from that budget for the current fiscal year.

Administrative Costs – A handout on the cost comparison/salary changes as of October 6, 2008 was discussed; as well as distributed to the Board. Management is currently reviewing the entire operational structure of the Agency.

**ACTION:** For the February 26, 2009 meeting, Kirk Weiskircher to provide additional information; breaking down/separating personnel expenditures, i.e., exempt vs. non-exempt.

Economy – Administrator Pearce recently completed tours of 22 jurisdictions in the Eastern and Northern parts of the State; meeting with city and county official. Areas thriving in Eastern Idaho are: Bonneville County (nuclear plant); Bannock County/Pocatello (windmill structures, solar energy plant, and community near Inkom); and Bear Lake County/Montpelier (modular plant, and ski resort with 3500 housing units, commercial area and 600 slip marina).

Production has halted on the development of 33 golf courses with large home communities in the Teton Valley/Driggs area.

No highlights to report on Northern Idaho.

◆ **New/Old Business**

Market Apprentice Programs – Jerry Peterson, Idaho Building Trades, gave a brief overview of the current workforce; as well as the strategy in marketing an apprentice program titled, “Boiseworks.com”, to the junior and senior high schools.

**ACTION:** Jerry Peterson to present a PowerPoint Presentation at the February 26, 2009 Board meeting.

“Buy Idaho/Buy Now” – To help Idaho’s falling economy, the Governor encourages Idaho businesses and residents to “Buy Idaho/Buy Now”.

Routing Slip – At the suggestion of the Board, the Division created an internal routing slip to ensure the appropriate staff reviews rules and legislative proposals prior to Board’s approval and submittal to the Legislature.

**MOTION:** Mark LaBolle made a motion to adjourn the meeting at 12:25 p.m. Kreg Davis seconded. All in favor, motion carried.

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TOM BROWN, CHAIRMAN  
ELECTRICAL BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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\* These DRAFT minutes are subject to possible correction and final approval by the State of Idaho Electrical Board